

2016
PROPOSAL PACKET
INSTRUCTIONS

- COMMUNITY DEVELOPMENT BLOCK GRANTS
 - EMERGENCY SOLUTIONS GRANTS
- HOME INVESTMENT PARTNERSHIPS GRANTS



DEPARTMENT OF METROPOLITAN DEVELOPMENT

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2016 Proposal Timeline: The meetings listed are open to the public and applicants are invited and encouraged to attend. Applicants will be notified by email of any changes to the schedule. Important information is noted on the allocation process, dates, and mandatory proposal review.

Instructions: Please read the instructions carefully in this packet before completing the online proposal.

Proposal Form: The grant proposal forms are available online in PDF re-writable format and are located on the City of Evansville website: www.evansville.in.gov. See, “In the Spotlight”, on the first page. Click the link to access the applications.

Instructions for Application Forms: Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnerships Grant (HOME).

- Download the form and open it using Adobe Reader. The latest version of Adobe Reader can be downloaded here: <https://get.adobe.com/reader/>, and Adobe Reader 9.0 is the earliest compatible version.
- Fill out the form on your computer. Text that runs over the space provided in the form field will not print. There is a 65-character limit on all table fields, and a recommended limit of 330 characters in all paragraph fields.
- If any form question requires additional documentation, or if you need more space to fully answer a question, please be sure to attach proper documentation when you submit the completed form
- Once the form is completed, print the form and sign.
- To save the form, be sure to “Save As...” and rename the form in order to save your progress. If you just “save” the document, your information may be lost.

Helpful Information: Included in the packet is information to assist with the completing the applications; 2015 HUD Income Guidelines, 2015-2019 Community Development & Housing Survey Results, Census Tract Map. In addition the 2015-2019 Consolidated Plan and Marketing Survey are available on the City of Evansville website as a reference. <http://www.evansville.in.gov/index.aspx?page=47>

Supplements to the Application: Provide original and signed documents with the application, including the signature page of the application.

Included in the packet

- **Conflict of Interest Statement** – submit completed form with application
- **Outcome Statement with Instructions** – submit completed form with application

Not included in the packet

- 501 (c) 3 or 501 (c) 4 documents
- List of the Board of Directors and Members
- Resumes
- Text Box character overages – limited to 1 additional page per text box.

PROPOSAL SUBMISSION: Applicants should submit a completed and approved grant proposal at the DMD office. Proposals should be printed double-sided, typed and paper clipped (not stapled) in the corner and in the original format. **Proposals submitted with the format altered will not be accepted.** A list of the agency's Board of Directors including Articles of Incorporation must be attached at the end of each proposal and all new applicants must submit a copy of their 501(c)(3) or (4) letter.

- **Review Appointment:** The Community Development staff will offer technical assistance to applicants completing the proposal form *prior to the proposal due date, June 12, 2015*. At the appointment staff will review the proposal for completeness. An appointment must be made with CD staff by **May 29, 2015**, for appointment dates **through June 11, 2015**. All amendments and/or changes must be submitted with the application on the due date. *If this is a new project application, CD staff must review the proposal and determine whether or not the project is eligible for funding prior to setting your review appointment.*
- **Due Date:** Completed proposals are due **June 12, 2015**, in Room 306 of the Civic Center Complex **by 4:00 p.m.**
- **Application Fee:** A **\$15.00 fee** per proposal request will be charged for the proposal printing costs. Checks should be made payable to the **Department of Metropolitan Development**, and are due at the time of submittal. No cash will be accepted.
- **Proposal Process:** After the application has been accepted by the Department of Metropolitan Development and verified as an eligible activity, the funding allocation process begins. The Citizen Advisory Committee (CAC) will meet on **July 8, 2015**, to review public service and homeless assistance proposal requests. On **July 15, 2015**, CAC will make funding recommendations that will be presented to the Mayor. The Mayor will submit his recommendations to City Council by **August 3, 2015**. The City Council Finance Committee will hear applicants' requests on **September 24, 2015, from 3:30-5:00 p.m.** On **September 28, 2015**, the Finance Committee will reconvene and make funding recommendations to the full Council. Council will approve the HUD funding allocation at the same meeting. City Council meetings are open to the public. The funded projects become part of the City's Annual Action Plan process, which will be available on **October 6, 2015**, for a 30-day public comment period. After 30 days, City Council will ratify the 2016 Annual Action Plan authorizing DMD to submit the plan to HUD on **November 13, 2015**.

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

- **Benefit:** CDBG funds are primarily use to benefit low- to- moderate income persons. Therefore, it is mandatory to indicate in the projected accomplishments, the number of low to moderate-income persons who will benefit from the project, and how the agency or organization will verify the income level of the beneficiaries of the project
- **Unit Cost Reimbursement:** DMD will use a per unit cost system to reimburse project operating costs. Using the CDBG grant amount divided by the number served or project outputs (accomplishments) projected for 2016 results in a Unit Cost for each service or project output. For example: A project receives \$10,000 in grant funding and the projected number of services or outputs is 60, dividing \$10,000 by 60 results in a unit cost of \$166.66. If the project produces 5 services or outputs each month the amount reimbursed is 5 times \$166.66 or \$833.30.
- **Criteria for National Objectives:** A CDBG assisted, public service activity must comply with one or more of the national objectives benefiting low and moderate-income persons listed below:
 - **Area Benefit:** An activity, the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low and moderate-income persons. *See Census Tract Map*
 - **Limited Clientele Activities:** An activity that benefits a limited clientele, at least 51 percent of whom are low and moderate income persons. *See Income Guidelines.*

EMERGENCY SOLUTIONS GRANTS

The Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH), enacted into law on May 20, 2009, consolidated three of the separate Homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revised the Emergency Shelter Grant program and renamed it as the Emergency Solutions Grant (ESG). The new ESG grant focuses on assisting people quickly to regain stability in permanent housing after experiencing a housing crisis and/or Homelessness.

Highlights of New Requirements and Priorities for City of Evansville ESG funds:

The new ESG places an emphasis on communities working together as a system with coordinated access.

- ESG subrecipients are expected to participate in coordinated access with other ESG subrecipients within the homeless system.

- ESG subrecipients are expected to allow referrals using a common assessment in coordinated access.
- ESG subrecipients are expected to work with other ESG sub recipients on community solutions to ending Homelessness and triage for clients that fall in-between gaps.
- ESG subrecipients are expected to attend at least 75% of Homeless Services Council of Southwest Indiana monthly meetings.
- ESG subrecipients are expected to coordinate ESG funds between the City of Evansville and Indiana Housing Community Development Authority (IHCD) if receiving ESG funds from both sources.
- ESG subrecipients are expected to submit monthly reports to the city of Evansville.
- ESG subrecipients are expected to keep data up to date in HMIS at least on a monthly basis.
- ESG subrecipients are expected to allow a Regional Data Administrator to gather aggregate data from HMIS (keeping personal information confidential).
- Domestic Violence subrecipients are not allowed to use HMIS, but are expected to supply aggregate data and monthly reports to the City of Evansville in accordance with HUD guidelines.
- A new HUD rule Equal Access to Housing does not allow discrimination against couples including unmarried, and the GBLT community.
- HUD does not allow discrimination of children based on age and gender.
- Monitoring of ESG subrecipients will be done through the Standards of Care committee process.
- HUD will not allow new transitional housing applications, only those that previously received transitional housing are allowed to apply for ESG funds.
- Couples have been identified as a gap in our local current Homeless system. Most couples are split apart based on gender, but there are times when a couple needs to stay together due to disabilities or other pressing priorities.
- There is a cap of 60% of ESG funds placed by HUD on shelter and street outreach categories.

ESG Components & Eligible Activities

1. Street Outreach
 - A. Available to serve unsheltered Homeless persons
 - B. Can be used for essential services that include:
 1. Engagement
 2. Case Management
 3. Emergency health and mental health services
 4. Transportation
 5. Services for special populations
2. Emergency Shelter

- A. Available to serve Homeless persons staying in emergency shelters
 - B. Can be used for essential services that include:
 - 1. Case Management
 - 2. Child Care, Education, Employment, Life Skills Services, Legal Services,
 - 3. Outpatient health Services, Mental Health Services, Substance Abuse Treatment
 - 4. Transportation
 - 5. Services for special populations
 - C. Can be used for the operations of a shelter
 - 1. Utilities
 - 2. Food
3. Homelessness Prevention
- A. Available to serve persons below 30% AMI at immediate risk of becoming Homeless
 - B. Can be use to:
 - 1. Prevent an individual or family from becoming Homeless (diversion).
 - 2. To help an individual or family renting regain stability in current housing or obtain permanent rental housing.
 - C. Can be used for housing relocation and stabilization services and hot/medium term rental assistance.

The category of Homeless Prevention is also available in the 2016 ESG application in conjunction with a rapid re-housing program targeted at homeless clients that spend extended stays in institutions. Examples of institutions include foster care, hospitals, jail, medical respite, prison, treatment centers, etc. The current homeless definition only allows a homeless client to keep their homeless eligibility up to 90 days. Homeless Prevention for City of Evansville ESG funds is meant for those clients that if not for an extended stay in an institution, would otherwise be a qualified candidate for rapid re-housing or transitional re-entry housing vouchers.

The category of Homeless Prevention is also being opened up for consideration of homeless prevention projects authorized by the joint City of Evansville and Vanderburgh County Commission on Homelessness for targeted demographics that are in line with HUD guidelines. These special projects will require HUD approval.

- 4. Rapid Re-Housing
 - A. Available to serve persons who are below 30% AMI and are literally homeless
 - B. Can be used to help a Homeless individual or family move into permanent housing and achieve Housing
 - C. Can be used for housing relocation and stabilization services and short/medium term rental assistance
- 5. Administration

Eliminates the Caps on Eligible Activities under the Old ESG

1. 30% essential services cap
2. 30% Homelessness prevention
3. 10% on staff salaries under operations

HOME INVESTMENT PARTNERSHIPS GRANT

Home funds can be used for new construction, rehabilitation, reconstruction, owner-occupied rehab programs, down payment assistance, tenant based rental assistance, and project related soft cost as projected and approved by the City.

The eligibility of households for HOME assistance varies with the nature of the funded activity. For rental housing and rental assistance, at least 90 percent of benefiting families must have incomes that are no more than 60 percent of the HUD-adjusted median family income for the area. In rental projects with five or more assisted units, at least 20% of the units must be occupied by families with incomes that do not exceed 50% of the HUD-adjusted median. The incomes of households receiving HUD assistance must not exceed 80 percent of the area median. HOME income limits are published each year by HUD

2016 PROPOSAL FORMS INSTRUCTIONS

General Information: Most of the questions on the application are self-explanatory. Listed below are some categorical descriptions of the information needed to complete the application.

Contact Person: Enter the name, title, address, phone number, fax number, and e-mail address of the person best able to answer questions regarding this proposal. This person will also be mailed all correspondence concerning this proposal

Five Year Consolidated Plan Priority: Use the City of Evansville's 2015-2019 Housing and Community Development Needs Survey include in this packet. The City and the CAC will use this as a guide to address only the high and medium priority needs. Only High and Medium priorities will be eligible for assistance. In addition, the 2015-2019 Consolidated Plan, Analysis of Impediments to Fair Housing Choice, and Market Study are available on the City's website: <http://www.evansville.in.gov/index.aspx?page=47>

2016 Project Outputs (ACCOMPLISHMENTS): If this project is currently operating, list its outputs (accomplishments) using unduplicated numbers served as well as total units of services provided through the end of May 1, 2015.

Project Summary: Character space is limited. Briefly describe the proposed project. Include the need or problem to be addressed in relation to the community development and housing needs

survey, as well as the population to be served or the area to benefit. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method of approach and the implementation schedule. Also, include the days and hours of operations for this project.

- Describe why the project is needed. How did your organization establish the need?
- Income eligibility requirements: How does the organization verify the income eligibility of low or moderate income persons served by this project? Examples include: employer's verification, tax returns, public assistance, etc.
- Indicate how the organization identifies clients. Provide an estimate of the number of unduplicated clients to be served.

Describe Activities: Be very specific describing how staff will carry out the activities paid with CDBG funds, the location in which they will be carried out, the period over which the activities will be carried out, and the frequency with which the activities will be carried out and delivered.

Project duplication: State whether this project or service is duplicated by other agencies. Include any service perceived by the public as duplicated. If there is perceived duplication, please describe the aspects of this project, which make it distinct and essential.

2016 Projected Outputs (ACCOMPLISHMENTS): List the projected outputs (accomplishments) using the total number of people to be served for this project in 2016. Provide the number and percentage of low to moderate-income people to be served. Refer to the enclosed HUD Income Guidelines. Please fill out the accompanying table to note monthly benchmarks and only CDBG expenditures. Projects will be monitored to ensure monthly benchmarks are achieved. Failure to meet monthly benchmarks may result in a reduction in funding.

Sources: Identify the sources of all potential funding (e.g. United Way, Title XX, Donations, and Tax Credits) and the status of the funds for 2016 for the Full Project Budget.

Uses: Budget Information must be supplied as requested for the purpose of fiscal reporting and control. The form provides a listing of budget line items. Under the 2016 BUDGET column, list the projects budget for 2016 funds (do not carry-over amounts.) Under the 2015 BUDGET REQUEST column list the request for funds for FY 2015 for this project. Under the 2016 FULL PROJECT BUDGET column list the project's budget from all funding sources including grant request.

Secured Funds: Name the source for all secured funds. Provide details on how these funds will be utilized for this project. In the event the identified funding sources are withdrawn or not obtained by the sub-recipient, DMD must be notified prior to the execution of the 2016 contract.

List the Organization's Officers of the Board of Directors: Provide telephone numbers, e-mails and mailing addresses. (Do not use the organization's phone number, mailing or e-mail address. Occasionally, we send information directly to the Board.) Describe what role the agency's Board

has in directing the organization's operations. Attach a separate list of the Board of Directors' names and addresses.

Affirm the Application: The agency director must sign the application verifying that the information provided is true and complete. Submit the original signed verification with the agency's 2016 (hardcopy) grant application and supplemental documents.

2015
Dates

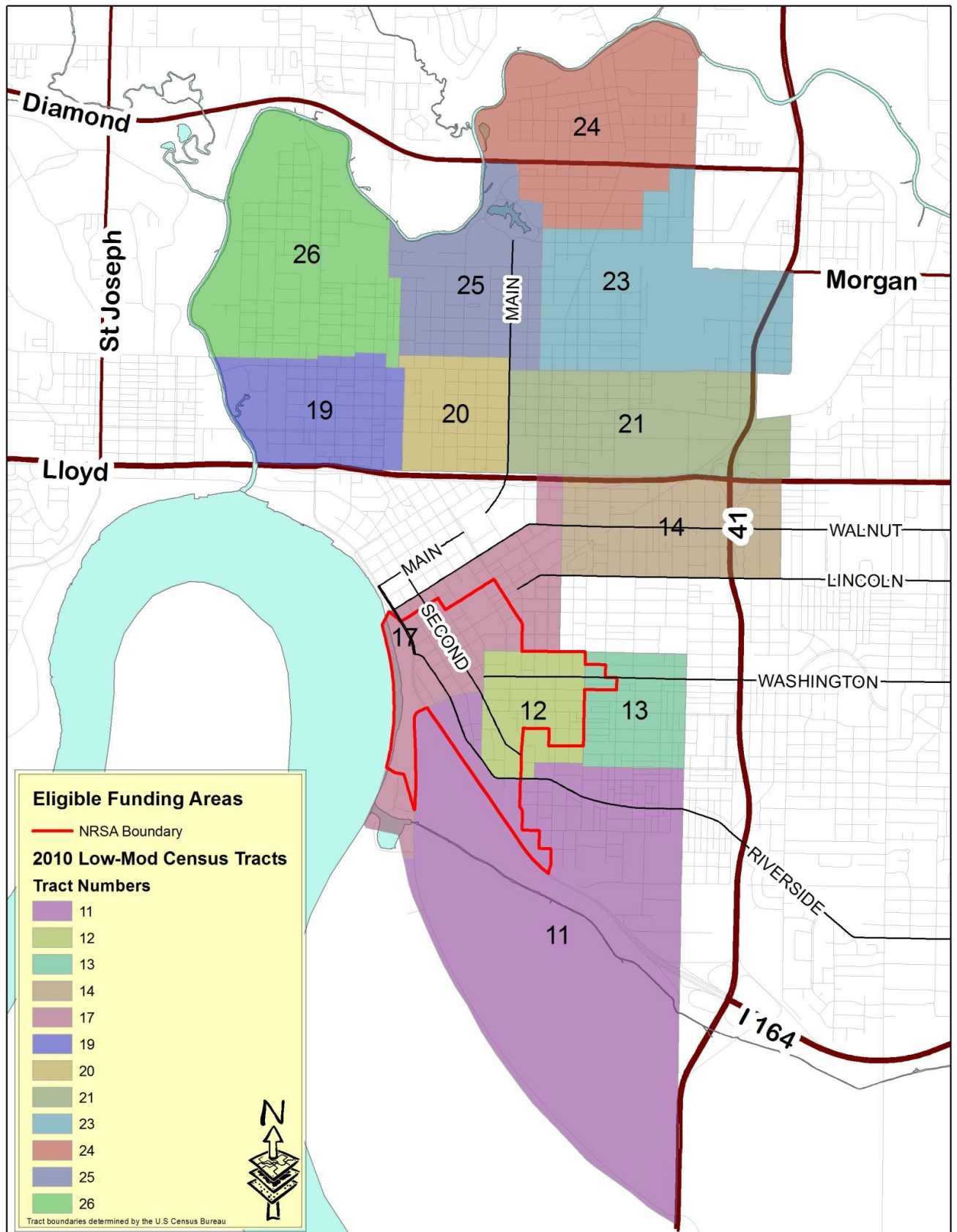
2016 FEDERAL GRANT TIMELINE

DATES	PROCESS STEPS	LOCATION	TIME	NOTES
MAY				
11-May	Mandatory Application Training	Central Library Browning Rm.	9:00 AM - 12:00 PM	CDBG/Financial/ES
18-May	Grant Applications available	DMD Webpage Online		Link given in May 1
29-May	HOME Underwriting Documents due	306 Civic Ctr.	4:00 PM	Must be reviewed by submitting grant app
29-May	Last Day to schedule review with CD staff	306 Civic Ctr.	4:00 PM	
JUNE				
12-Jun	Proposals due with approval	306 Civic Ctr.	4:00 PM	
JULY				
8-Jul	CAC Presentations	307 Civic Ctr.	1:00-4:30 PM	Civic Center Conf. R
15-Jul	CAC Recommendations	307 Civic Ctr.	1:00-4:30 PM	Civic Center Conf. R
24-Jul	CAC Recommendations to Mayor			
AUG.				
3-Aug	Mayor Recommendations to City Council			
SEPT.				
24-Sep	Public Hearing Finance Committee for	301 Civic Ctr.	3:30-5:00 PM	Need City Council ap date/time
	Grant applications			
14-Sep	City Council – 1 st Reading	301 Civic Ctr.	5:30 PM	
28-Sep	City Council – 2 nd and 3 rd Readings – Final passage	301 Civic Ctr.	5:30 PM	Finance Committee
	2016 Action Plan			
OCT.				
22-Oct	Public Meeting		2016 Action Plan	Civic Center Conf. R
26-Oct	City Council – 1 st Reading on Ratifying Resolution	301 Civic Ctr.	5:30 PM	
NOV.				
9-Nov	City Council – 2 nd and 3 rd Readings – Final passage	301 Civic Ctr.	5:30 PM	Ratifying Resolution

2015 HUD INCOME GUIDELINES

For the Evansville Metropolitan Statistical Area Median Income - \$63,400 As of March 9, 2015

Number in Household	30 % of Median (Extremely Low Income)	50% of Median (Very Low Income)	80% of Median (Low Income)
1 Person	\$13,300	\$22,200	\$35,500
2 Persons	\$15,930	\$25,400	\$40,600
3 Persons	\$20,090	\$28,550	\$45,650
4 Persons	\$24,250	\$31,700	\$50,700
5 Persons	\$28,410	\$34,250	\$54,800
6 Persons	\$32,570	\$36,800	\$58,850
7 Persons	\$36,730	\$39,350	\$62,900
8 Persons	\$40,890	\$41,850	\$66,950



2015-2019 ConPlan Survey Results

ConPlan Survey Results - 2015-2019 - Training 5-6-15

PRIORITY COMMUNITY DEVELOPMENT NEEDS	HIGH	MEDIUM
Abused and Neglected Children	82	17
Abused & Neglected Children Facilities	75	21
Acquisition & Clearance of Slum Property	71	26
Energy Efficient Improvements	71	20
Mental Health Services	70	28
* Domestic Violence Shelter	68	28
Street Improvements	65	34
Child Care Services	64	31
Crime Awareness/Prevention	61	35
Emergency Shelters	61	33
Sidewalk Improvement	61	36
Youth Services	58	39
Substance Abuse Services	58	35
Water/Sewer Improvements	58	38
Flood Drain Improvements	57	38
Employment Training/Job Placement	56	39
Child Care Centers	55	42
* Homeless Prevention Subsidies	54	35
Senior Services	53	44
Youth Centers	53	44
Utility Assistance	52	38
* Case Management	52	39
Handicapped Service	51	44
* Coordinated Access to Housing	51	44
Assisted Living Service - elderly, handicap, etc.	50	45
Health Facilities/Assisted Living Facilities	39	50
Neighborhood Facilities	38	50
* Shelter diversions...	35	54
Handicapped Centers...	31	54
Disposition ...	27	61

PRIORITY HOUSING NEEDS	HIGH	MEDIUM
Rehabilitation of Existing Rental Units	62	29
Rental Units Elderly (1-2 BRs)	54	39
Rehabilitation of existing owner units (Low-to-Moderate AMI)	50	38
Rental Units Small Related (1-2 BRs - Very Low AMI)	36	53
Rental Units Small Related (1-2 BRs- Low-to-Moderate AMI)	36	53

Outcomes and Impact

State and local agencies, including HUD are faced with the challenges of measuring the outcomes of its programs at the Federal level. HUD's need to describe the results of its housing and community development programs is heightened by growing public emphasis on accountability for results and the reduction of federal funding for this program on a national scale. Federal legislation and executive requirements establish specific responsibilities for agencies to measure the performance of their programs. Agencies must be able to measure results in terms of a program's statutory obligations and also show how their programs advance the agency's overall mission and strategic objectives. In short, they have to be able to "tell the larger story" of why their programs have meaning and how they improve lives in the communities they serve.

HUD's Community Planning & Development (CPD) Outcome Performance Measurement System:

In order to provide consistent reporting, HUD has developed an Outcome Performance Measurement System to track and report outcomes and program results in a standardized way, across the programs covered by the Consolidated Plan (CDBG, HOME, and ESG,). There are three main components to this system: Objectives, Outcomes, and Indicators.

Objective: Objectives reflect the purpose of a program or activity. Grantees design their programs based on the objectives they establish in response to their local needs and goals.

The CPD Outcome Performance Measurement System offers three possible objectives for each activity. These objectives are based on the broad statutory purposes of the four CPD programs:

Creating Suitable Living Environments relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.

Providing Decent Housing covers the wide range of housing activities that are generally undertaken with HOME, and CDBG funds. This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

Creating Economic Opportunities applies to activities related to economic development, commercial revitalization, or job creation.

TIP – When selecting an *objective*, ask: What is the purpose of the activity? What is the larger community need that I am seeking to address?

Outcomes: Outcomes refer to the benefits to the public/program participant that are *external* to the program. Measuring outcomes helps the grantee answer the question “What effect has the program had on its participants or the community?” Outcomes typically relate to a change in condition, status, attitudes, skills, knowledge, or behavior. Examples of outcomes include improved quality of life for program participants, increased housing stability, and improved quality of the local housing stock, increased customer satisfaction, or revitalization of a neighborhood.

The Performance Measurement Working Group considered a wide range of reasons why a grantee might fund activities and narrowed the outcomes down to the following three:

Availability/Accessibility applies to activities that make services, infrastructure, public services, public facilities, housing, or Solutions available or accessible to low-and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income people where they live.

Affordability applies to activities that provide affordability in a variety of ways to low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. For instance, a low interest loan program might make loans available to low- and moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Another example might be a subsidized day care program that provides services to low- and moderate-income persons/families at lower cost than unsubsidized day care.

Sustainability applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing a benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

TIP – *When selecting an **objective**, ask:* What is the purpose of the activity? What is the larger community need that I am seeking to address?

Indicator: Indicators are data elements that are measured in order to identify whether an outcome is occurring or not; i.e., whether a program is achieving its outcomes.

Outcome Statement: An outcome statement connects each outcome to an overarching objective to produce a statement that can be used to document results of program activities and develop narratives for HUD.

For each activity funded, the agency must:

1. Determine the goal of the activity.
2. Select one objective and one outcome that best reflect the goal or purpose of the activity.
3. Report on the applicable indicators regularly.

Applicant: _____

Project: _____

Outcome Statements

HUD requires the following objectives/outcomes for the CDBG program. Applicant's proposed project must meet one of these objectives to be eligible for possible funding. Indicate the primary HUD objective/outcome this project will meet by checking the appropriate box.

OBJECTIVES	OUTCOME STATEMENTS		
	#1 Availability/Accessibility	#2 Affordability	#3 Sustainability
#1 Suitable Living Environment	<input type="checkbox"/> <u>Availability/Accessibility</u> for the purpose of creating <u>Suitable Living Environments</u>	<input type="checkbox"/> <u>Affordability</u> for the purpose of creating <u>Suitable Living Environments</u>	<input type="checkbox"/> <u>Sustainability</u> for the purpose of creating <u>Suitable Living Environments</u>
#2 Decent Housing	<input type="checkbox"/> <u>Availability/Accessibility</u> for the purpose of creating <u>Decent Affordable Housing</u>	<input type="checkbox"/> <u>Affordability</u> for the purpose of creating <u>Decent Affordable Housing</u>	<input type="checkbox"/> <u>Sustainability</u> for the purpose of creating <u>Decent Affordable Housing</u>
#3 Economic Opportunity	<input type="checkbox"/> <u>Availability/Accessibility</u> for the purpose of creating <u>Economic Opportunities</u>	<input type="checkbox"/> <u>Affordability</u> for the purpose of creating <u>Economic Opportunities</u>	<input type="checkbox"/> <u>Sustainability</u> for the purpose of creating <u>Economic Opportunities</u>

CONFLICT OF INTEREST QUESTIONNAIRE

- 1) Is there any member(s) of the applicant agency's staff, board or directors, or governing body who is currently or has been one year of the date of this application an employee, consultant, or City Councilperson for the City of Evansville? Yes No

If yes, please list name(s), job title and/or role below:

- 2) Will the requested funds be used to award a subcontract or any other financial assistance to any individual or business affiliate who is currently or within one year of the date of this application an employee, consultant, or City Councilperson for the City of Evansville or the applicant agency? Yes No

If yes, please list name(s), job title, and/or role below:

- 3) Will the requested funds be used to award a subcontract or any other financial assistance to any individual or business affiliate who is an immediate family member of an employee, consultant, or City Councilperson for the City of Evansville or the applicant agency? Yes No

If yes, please list name(s), job title, and/or role below:

- 4) Based on the information provided on the previous page, does the applicant foresee any other potential or perceived conflict of interest? Yes No

If yes, please explain:

I hereby affirm and certify that the information and representations of fact made are true and complete.

Organization

Signature of Agency/Organization Director

Date